

**Questions and Answers  
Temporary Reduction in Work Hours  
for Represented Employees  
July 1, 2015**

This document has been prepared to answer questions represented employees may have in the event your agency must implement a temporary reduction in work hours and your work hours are reduced until a budget is enacted for the 2015–17 biennium.

**1. Why are our work hours being temporarily reduced beginning July 1, 2015?**

Agencies do not have the authority to pay you unless the state has enacted the 2015–17 operating or capital budget which funds staff work hours, beginning July 1, 2015. You will only receive pay for work hours for which you are scheduled to work.

**2. What is the basis for the temporary reduction in work hours?**

The basis for the temporary reduction in work hours is unexpected or unusual reasons and/or a lack of funds. The temporary reduction in work hours is taken in accordance with your collective bargaining agreement (CBA).

**3. Are there any exceptions to the temporary reduction in work hours?**

Yes, the state is determining exceptions, using the following criteria:

- Services funded from the transportation budget and/or non-appropriated funds.
- Limited services that are mandated by the Washington State Constitution, despite a lack of appropriation.
- Limited services that are mandated by federal law, despite a lack of appropriation.

**4. When will the temporary reduction in work hours end?**

The duration is unknown, but it will not exceed the temporary reduction in work hour limits in your CBA. You will be notified when you will return to your full work schedule.

**5. How will I know when the temporary reduction in work hours is over?**

The state has set up a website, an Olympia local number, and a toll-free number to let all employees know when the temporary reduction in work hours will end and state employees should return to their full work schedule.

- Website: [www.ofm.wa.gov/contingency](http://www.ofm.wa.gov/contingency)
- Olympia local number: (360) 725-0217
- Toll-free number: (877) 264-2952

**6. What if I am scheduled to be on paid leave during the temporary reduction in work hours?**

If you are scheduled to be on any form of approved paid leave during the temporary reduction in work hours, your leave approval for your non work hours is rescinded. Taking any form of paid leave during your non work hours during the temporary reduction in work hours is not permitted.

**7. Will my seniority date or my periodic increment date be affected?**

No, the temporary reduction in work hours will not affect your seniority date or your periodic increment date.

**8. Will my leave accruals be affected?**

No, the temporary reduction in work hours will not affect your vacation or sick leave accruals.

**9. Can I bump another employee or go on a layoff list if my work hours are temporarily reduced?**

No, you cannot bump any other position and you cannot be placed on any layoff lists.

**10. Can I be paid for any of my leave balances?**

No, you cannot be paid for any leave balances because the temporary reduction in work hours is due to a lack of funds.

**11. How will the temporary reduction in work hours affect my health care coverage?**

Your PEBB benefits (medical, dental, life and long-term disability) will continue during July as long as you are in pay status for at least eight hours before the end of the month.

**12. How will the temporary reduction in work hours affect me if I am an overtime-exempt employee?**

If you return to work from the temporary reduction in work hours after the start of your workweek, you are eligible for overtime if you work more than 40 hours in that workweek. You must not work more than your scheduled work hours during that workweek without prior approval from your supervisor and you must complete a time and attendance form for the workweek.

**13. What kinds of activities are considered “work” that I need to avoid when I am on temporary reduction in work hours?**

You should not read or send emails, listen to or send voice mails, or read or send text messages.